



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date 10/7/1974		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received: OCT 21 1974 Application No.: 74-381- Date Completed: NOV 7 1974	
2. Agency Application No. GFD-1f-1				3. AGENCY, Division, Subdivision & Administering Office Address Department of Natural Resources Game and Fish Division, law enforcement section 270 Washington Street, S.W. Atlanta, Georgia 30334	
		4. Person to Contact Idabell Donaldson		5. Working Title Adm. Assistant	
				6. Tel. No. 656-3510	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series		9. Exact Series Title See attached sheet			
10. What is the function of the office in which this record series is created? The law enforcement section of the Game and Fish Division is responsible for providing direction and support for all law enforcement activities in the Department. Responsibilities include: checking licenses, guns, and bag and creel limits; patrolling lakes and streams; conducting information and educational programs for the general public, school, and civic groups; civil defense contingency actions; and the general enforcement of all hunting, fishing, and boating-water safety laws and regulations. Limited responsibilities include protecting the State's wildlife resources, recreational boaters and hunters and other individuals employing firearms on recreational pursuits.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). See attached sheet					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers					
Legal-size File Drawers				Floor Space Occupied (Square Feet)	
				In Office(s) In Storage Area(s)	
				This Year's Last Year's Preceding Year's All Prior Years'	
				AVERAGE DAILY REFERENCES	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? [] []
14. Is there a duplication of this series in another office or agency? [] []
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. [] []
16. Does the series contain classified information requiring security handling? [] []
17. Does the series initiate, amend or terminate agency policies and procedures? [] []
18. Could the function be performed if the files were lost or destroyed? [] []
19. Is the series, (or major portion of it) regularly microfilmed? If yes, why? [] []
20. Does the record series provide data as input to an EDP file? [] []
21. Does the record series contain documentation produced as EDP printout? [] []
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] []
23. Will there be a need for these records 10, 15 years from now? If yes, what? [] []

24. REQUIREMENTS. The following requires the files to be kept _____ years:

- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [] CALENDAR YEAR - [] FISCAL YEAR - [] OTHER _____, then:

- [] Hold in the current files area _____ month(s)/_____ year(s):
- [] Transfer to [] State Records Center [] Local Holding Area; hold _____ year(s):
- [] Destroy.
- [] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut-off.
- [] Other: (Specify)

see attached sheet

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>John Dean</i>	10/7/74	<i>William A. Lydon</i>	10-16-74
26. Recommendations in paragraph 25 are:	Agency Head/Designee [X] Approved [] Disapproved	<i>William A. Lydon</i>	11-5-74
STATE RECORDS COMMITTEE	State Auditor/Designee [X] Approved [] Disapproved	<i>Carroll Hart</i>	11-4-74
	Secretary of State/Designee [X] Approved [] Disapproved	<i>R. M. H. H. H.</i>	11-6-74
	Attorney General/Designee [X] Approved [] Disapproved		



Joe B. Canner
COMMISSIONER

James H. Pittman
DIRECTOR

Department of Natural Resources

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GAME AND FISH DIVISION

Law Enforcement section

<u>App'l No</u>	<u>Description</u>	<u>Disposition</u> <i>at end of</i>
74-381	CLERK'S REPORT TO DIRECTOR FILE Documents relating to county clerk's report to the Department Director of the disposition of game and fish cases in the appropriate county. Included are Clerk's Report to the Director (no form number). File is arranged alphabetically by county.	Cut off file each calendar year; hold in current files area 1 year; then destroy.
74-382	DEPUTY WILDLIFE RANGER FILE Documents relating to the application for and the commission of citizens as deputy wildlife rangers in service of the Department. Included are Application for Commission as Deputy Wildlife Ranger (no form number); correspondence; memorandums; insurance bonds; continuation certificates. File is arranged alphabetically by name of ranger.	Retain in current files area unless until a ranger does not renew his bond and the commission expires; then place the ranger's folder in an inactive file; cut off inactive file each 6 months; then destroy.
74-383	STAFF AND CONFERENCE MEETING FILE Documents relating to Departmental law enforcement personnel staff meetings and conferences. Included are staff and conference notes and minutes; monthly summary report to the Commissioner; and related correspondence and memorandums. File is arranged alphabetically by subject of meeting.	Cut off file each calendar year; hold in current files area 1 year; then destroy.